

Vocational Rehabilitation Claim Payment System

**Vendor Information Blast**

dECEMBER 2024

The following information provides an update on office hours, bank information reminders and a guide for the 1099 form (for eligible users). Additional details and alerts are located on the [VR CPS Homepage](https://vrcps.fssa.in.gov/Public/Portal.aspx).

# **Is your bank information up to date?**

Vendors can and should keep their bank information current. Has your business made changes in ownership or has your banking information recently changed?

* If your company had a change in ownership, and you no longer have access to the **Banking Information** tab? Please contact VR’s helpdesk (VRVendor@fssa.in.gov) for steps to access the registration.
* To review or update the Banking Information tab, login to the [Claim Payment System](https://vrcps.fssa.in.gov/Public/Portal.aspx), choose the correct profile (Business, Sole Proprietor, Guardian/Participant), select the **Banking Information** tab, click on **‘Edit EFT Request’** and **‘Submit’**.

If you have questions regarding the Banking Information tab, please contact the Customer Service Center.

# **(new) Form 1099 faq**

Form 1099 is used to report non-employment income to the Internal Revenue Service (IRS). A guide has been created to give helpful tips to ensure vendors receive their 2024 1099 form accurately and timely.

* Are you a business?
* Are you a Sole Proprietor?
* For the current calendar year, have you received a total payment of $600 or greater within the [Claim Payment System](https://vrcps.fssa.in.gov/Public/Portal.aspx) (excluding tax-exempt authorizations)?

If you answered yes to any of these questions, you should receive a 1099 form for this calendar year. Please refer to the [Form 1099 FAQ Guide](https://publicconsultinggroup-my.sharepoint.com/personal/kehunter_pcgus_com/Documents/Documents/CPS/Training/Guides/Form%201099%20Guide.docx) for complete information.

# **Holiday Office hours changes**

There will be one Office Hours sessions before the holidays. Join us on December 5th, 2024, from 3-4 PM EST! [**Register here**](https://us06web.zoom.us/meeting/register/tZ0oc-ChqjosE9FDZpHszWaJfiY3jyeEU2GA) to get live answers to your questions. The normal office hours schedule will resume in January (every 4th Thursday of every month).

**Please request accommodations at least three days in advance by emailing invrclaimpay@pcgus.com**

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| Training Resources |  |
| VR Policy and specific case questions | contact  VRVendor@fssa.in.gov |
| System or payment questions | contact the Customer Service Center at 1-883-475-3061 or Invrclaimpay@pcgus.com​ |
| Any questions about the content of this BLAST can be directed to: | VRVendor@fssa.in.gov |